

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES**



**Office of the Director**

**Memorandum**

**To:** JW Lanum

**Copy:** File

**Date:** January 5, 2015

**Subject:** Delegation of Authority

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Pursuant to the Department of General Services' ("DGS") procurement regulations, I, Jonathan Kayne, in my capacity as Interim Director of the Department of General Services (the "Department" or "DGS") hereby: (i) revoke all prior delegations of contracting authority made by the contracting officers of the Department; and (ii) delegate to JW Lanum the following authority:

1. Mr. Lanum shall serve as the Associate Director – Contracts & Procurement and shall oversee and supervise DGS' Contracts & Procurement Division.
2. Mr. Lanum is hereby appointed to serve as a contracting officer for DGS and shall have the authority to:
  - a. Award and execute contracts that have a value equal to or less than \$100,000;
  - b. Execute change orders or other contract modifications and issue directives that have a value equal to or less than \$100,000; provided, however, that such authority shall not authorize the execution of more than (\$250,000) in change orders, contract modifications or directives within any sixty (60) day period with regard to anyone one contract;
  - c. Make findings and determinations required by DGS' procurement regulations; provided, however, that if such finding and determination relates to the award of a sole source contract in excess of \$250,000, Mr. Lanum shall obtain the approval of the Chief Contracting Officer;
  - d. Execute and issue notices to proceed, notice of award letters and other such documents pursuant to awards and execution of contracts that have been approved by the Chief Contracting Officer; and
  - e. Terminate contracts after obtaining approval of the Chief Contracting Officer.

3. Before executing any contracts, change orders, contract modifications or directives that authorize new funds, Mr. Lanum shall obtain confirmation from the Department's Agency Fiscal Officer that adequate funds are available for such action.

This delegation shall be effective immediately, and the authority granted hereby shall continue until rescinded.

By:

  
Jonathan Kayne  
Interim Director & Chief Contracting Officer

Date:

1/7/15

Acknowledged By Delegate

By:

  
JW Lanum

Date:

1/7/15